

Sunrise Campus Markets Stallholder

Information and Guidelines

Bookings

An application form is to be completed with attached pictures of your product (and stall if you have attended a market before) along with a copy of your \$20 million public liability stallholder insurance. Your application will be assessed and a position given based on your product, presentation, and suitability to the market. Once a spot has been confirmed payment must be made. Until this is completed management have the right to give your spot away.

Set up & Pack up times

Stallholders can set up from 3.00pm and must be ready to start trading by 5.00pm. Pack up is from 8.30pm. For safety reasons, no vehicles are to be on site between 4.45am and 8.30pm.

Sites are:

3.5m x 2.2m: \$40

3.0m x 3.0m: \$45

3.5m x 3.5m: \$50

Limited power is available for the under-cover sites at an additional fee of \$10. All leads must be tagged and taped down for safety reasons.

Food vendor sites:

3.0m x 5.0m): \$45. Please note these sites are situated in the open air (on a paved driveway surface) and the serving area is 3.0m width. The sites extend up to 5.0m in depth but this 5m will not be the food serving area. If you require a larger than 3m serving area it is possible to book an adjoining site for a reduced fee.

3.0m x 5.0m second adjoining site \$30 (only available as additional adjoining site for food vendors)

Power is not available for food vendors. Only quiet generators are permitted.

Your site will be approved to sell the items on your application form. Please contact a market coordinator if you would like to introduce new products. Failure to do so may result in you losing your site.

Payment

Site payments must be made by the due date.

Insurance

You must hold current Public Liability Insurance to the value of \$20 million. If you are selling goods that you have made, we recommend that you purchase product insurance.

Rubbish bins

Bins are on site for the use of customers. Please take your rubbish with you at the end of the market

Plastic bag policy

Single use plastic / plastic bags are not allowed.

Please use recyclable/biodegradable products where possible.

Food stalls

If you are preparing food, you must comply with Food Handling and Safety Regulations, as enforced by the Port Macquarie Hastings Council and provide a copy of your certificate for our records.

Cancellation Policy

There will be no refunds if you do not come to a market for which you have paid. If you have confirmed your position yet cancel in the last week you must still pay your market fee.. If the Market is cancelled, all pre-paid site fees will be refunded.

Contact : markets@sunrise-rotary.org.au